

**EXTRACT FROM**

**GENERAL TEACHING COUNCIL FOR  
NORTHERN IRELAND (GTCNI)  
FINANCE MANUAL**

**01 June 2011**

**TRAVEL AND SUBSISTENCE  
SECTION**

## **9. Travel and Subsistence**

### **9.1 General**

All GTCNI staff members (this includes both full and part time employees of GTCNI along with any seconded and contracted staff) who incur travel, subsistence or other expenditure in the course of carrying out GTCNI business will be reimbursed for this expenditure. Members of staff should not incur expense items unnecessarily.

### **9.2 Rates**

#### **9.2.1 Inclusive Rates**

It is desirable that contractors' and consultants' fees should be inclusive of all personal expenses. In the absence of any explicit agreement to charge personal expenses separately, GTCNI will assume that these are included in fees.

#### **9.2.2 Non-Inclusive Rates**

Where fees do not include personal expenses, and the contract explicitly states that these may be recharged, the following rules and limits the same as any staff member (with the exception of subsistence) will apply at all times.

### **9.3 Documentation**

Expenses will be paid retrospectively directly into an individual's bank account by Bacs and will not be reimbursed in cash or paid in advance. Expenses must be claimed using an official GTCNI expenses claim form which can be obtained from Corporate Services.

Where items are being claimed, receipts or other proof of expenditure e.g. a credit card statement or internet booking form, must be attached to the expenses claim form. Where receipts are missing, the Council will not normally reimburse the item.

Staff and Council members are expected to claim for all expenses incurred promptly, ideally on a monthly basis. The Council will not reimburse any expense item which is claimed more than three months after the event, except in exceptional circumstances. Please refer to the 'Scheme for Payment to Council Members' for further information on expenses incurred by Council members.

No claims will be paid without evidence of a valid insurance certificate. This applies to both members of the Council's staff and Council members.

### **9.4 Travel**

Before travel, staff should always consider whether the journey is actually necessary; or whether there is a more efficient or cost effective way of meeting that specific objective. Having decided that the travel is necessary, staff should always aim for best value for money. GTCNI make use of standard mileage lists for travelling purposes as well as verification of distances using "AA Route Planner".

#### 9.4.1 Airfares

The Finance Officer is responsible for the booking of all airfares. All travel must be booked using the Council's official travel authorisation form and must be approved as follows:

##### **Authorisation Levels for Travel and Subsistence**

Registrar:	<b>Chairman of Council or P&amp;CSM</b>
Council Members:	<b>Registrar /Planning &amp; Corporate Services Manager</b>
Senior Management Team:	<b>Registrar/Planning &amp; Corporate Services Manager</b>
GTCNI Officers:	<b>Line Manager/Planning &amp; Corporate Services Manager</b>

Details of the fully authorised travel form must be passed to the Finance Officer to complete the booking. The details must include:

- Date of flight required:
- Preferred time of flight:
- Departing Airport:
- Destination:
- Date of return flight if relevant:
- Preferred time of return flight:

It is the responsibility of the officer seeking travel to have this approved, before it is sent to the Finance Officer. The use of business class or first class flights is prohibited without the prior approval of the Registrar. If for any reason, the individual's schedule changes, the Finance Officer must be contacted immediately, so that other arrangements/cancellation can be made. It is the responsibility of the individual to inform the Finance Officer if a booked flight needs changed/cancelled.

#### 9.4.2 Public Transport

GTCNI recommends that all staff avail of public transport when travelling on business. A receipt should be obtained for each journey and re-claimed on their monthly travel and subsistence claim form. Staff should avail of any reduced cost facilities which may be available such as day returns, monthly or season tickets. The most economic fares should be obtained for train travel. The use of first class tickets is not permitted without the approval of the Registrar.

#### 9.4.3 Taxis

GTCNI staff may only use Taxis when there is no other suitable method of public transport available, saving of official time is important or when heavy luggage has to be transported to or from the place of departure or arrival. Staff members should ensure all public transport options are considered before ordering a taxi.

Taxis should not be used for travel between home and airports, unless this can be demonstrated to be the most economical mode of transport.

GTCNI does not have a taxi account with any companies. Any personal taxi journey or any taxi journey from a person's permanent address to Albany House, must be paid by the individual themselves with no option of recouping such expenses.

If a GTCNI staff member is in mainland UK or abroad, and no public transport is suitable, the staff member must retain the receipt from the taxi company and claim reimbursement for the expenditure on their monthly travel and subsistence claim form. Staff members should ensure waiting times for taxis are kept to a minimum as GTCNI will not reimburse staff members for excessive waiting time charges.

#### 9.4.4 Use of Own Vehicle for Official Travel

Every staff member can claim a standard rate of motor mileage for any journey that they make in their own private motor vehicle in the carrying out of GTCNI duties. This excludes however, any home to work journeys.

Further guidance and clarification on what constitutes a staff member's home can be obtained from the Finance Officer.

Each staff member is also able to claim a standard mileage rate for any passengers that they take on official travel.

There may be times when staff are dropped off at or picked up from airports; railway stations etc by a non-official driver e.g. a family member. Provided that the driver meets all of the insurance requirements and provided it is a value for money decision, staff can claim the mileage for the full return journey.

The standard mileage rates are as follows:

Travel Details	Rate Paid
Casual user – per mile up to 10,000	40p per mile
Casual user – per mile over 10,000	25p per mile
Passenger allowance (1 passenger)	2p per mile
Passenger allowance (2 passengers +)	1p per mile

#### 9.4.5 Car Parking Fees

Staff members using their own vehicles on official business are entitled to re-claim the cost of any car parking fees that they incur. Contractors and staff members parking at airports must ensure they use the most economical parking rate available, (i.e. using long stay parking).

### 9.5 Subsistence

If staff, incur extra living expenses because they are working away from your normal office, GTCNI will reimburse them for actual expenditure.

A daily subsistence allowance is payable to any employed staff member who is required to work away from home or the office for more than five hours and meals are not provided by a third party during these periods. The place visited must be over five miles away.

The daily subsistence allowance that can be claimed while in NI or the UK is as follows:

#### 9.5.1 Day Subsistence Allowances in UK (for a 24 hour period)

Subsistence (day) – over 5 hours	£4.25
Subsistence (day) – over 10 hours	£9.30

#### 9.5.2 Night Subsistence

A nightly subsistence allowance is payable to any employed staff member who is required to stay overnight away from their home on official duty as above.

The nightly subsistence allowance that can be claimed while in NI or the UK is as follows:

##### Night Subsistence Allowances in UK (for a 24 hour period)

London	Receipted actuals for bed and breakfast up to a ceiling of £100 including VAT plus £18.30 for lunch and dinner
Elsewhere in GB (including NI)	Receipted actuals for bed and breakfast up to a ceiling of £80 including VAT plus £18.30 for lunch and dinner
When staying with relative or friends (London and elsewhere)	£25
Personal expenses allowance (payable in respect of each complete period of 24 hours for which any of the above night subsistence allowances is paid)	£2.90
Residential allowance (per night)	£2.90
Lodging allowance – London	£32.45
Lodging allowance elsewhere	£31.00

##### Night Subsistence Allowances in Republic of Ireland

Dublin and elsewhere	Receipted actuals for bed and breakfast, lunch and dinner up to a ceiling of €180.00
Elsewhere	Receipted actuals for bed and breakfast ,

	lunch and dinner, plus an allowance of £4.00 towards the cost of travel between hotel and detached duty station.
Personal expenses allowance (payable in respect of all complete periods of 24 hours for which night subsistence is paid.	£5.15

### 9.5.3 Other Travel and Subsistence

#### Training Courses/Conferences

Any staff member who wishes to attend any training course or conference must obtain prior approval from the Registrar or Planning and Corporate Services Manager.

Training courses and conferences (both internal and external); should be treated in the same way as official business. Travel to the course and the return journey at the end of the course is official travel and the rules above re travel and subsistence apply.

#### Professional Subscriptions

GTCNI is committed to attracting, developing and retaining quality staff and supports continuous professional development. As such GTCNI will reimburse the cost of any professional subscription paid to any full or part time employee of GTCNI who occupies a post where:

- membership of a professional body is an essential requirement as identified in the job description or role profile for the post;
- membership of a professional body is a desirable requirement as identified in the job description/role profile and where GTCNI supports the continuous development of the individual to gain the desirable qualification through GTCNI funding; and
- GTCNI's credibility is specifically enhanced e.g. where a staff member has to represent GTCNI at national or international forums/committees.

Staff members cannot claim reimbursement for the cost of additional journals, publications, transactions they may wish to purchase or donations they wish to make to the organisation's benevolent fund.

Within 2 months following the renewal date of a subscription, an invoice or a receipt if already paid must be given to the Finance Officer who will obtain the Registrars approval. A Bacs payment will then be made crediting your account for the authorised amount.

Please note that if any staff member receives reimbursement for fees, they cannot apply for a tax deduction from the Inland Revenue.